



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
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IMEU-VIC-PLS

05 DEC 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Vicenza Policy Memorandum #08-44, Antiterrorism and Force Protection (AT/FP) Travel Assessments and Special Event Requests

1. References:

- a. DoD 5200-8R, 9 Apr 07.
- b. AR 525-13, 11 Sep 08.
- c. AE Regulation 525-13, Antiterrorism, 3 Nov 06.
- d. USASETAF (ABN), Subject: Commanding Policy Letter II (G3), Force Protection (FP), 20 Dec 06.

2. In accordance with the above references, units, individuals, and organizations within the USAG Vicenza Area of Operations (AOR), will follow this outline for Official/Unofficial Foreign Travel, Official On/Off Post Events and On/Off Post Special Events.

The Standard Operating Procedures (SOP) for submission of Travel and Event requests are located on the USAG Vicenza Shared Portal (<https://portal.hqusareur.army.mil/sites/ima/vicenza/default.aspx>) under DPTMS, click on the *DPTMSAT\_FP* tab on the left side of the page, choose *Shared Documents*, from the listing choose *Travel Assessment and Special Event Requests*. Click on the *USAG Vicenza Travel Assessments and Special Events Request SOP* and following the directions as outlined.

3. Timelines and submission types as follows:

a. GOSMC Approvals: (See Appendices A, B, & D-F, USAG Vicenza Travel Assessments and Special Events Request SOP)

1) "Event Requests" Per AE Reg 525-13, Appendix J-3b.1.a and b, units must:

a) Obtain GOSMC approval to hold events with an expected attendance of over 500 attendees off post, 800 attendees on post or if the event is deemed a lucrative target for terrorist attack and;

b) Submit Appendix A, USAG Vicenza Travel Assessments and Special Events Request SOP.

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c) Comply with instructions IAW Appendices D and F to the USAG Vicenza, S2 office NLT 30 days prior to the event.

EXAMPLE: Uniformed events such as Dining-in/out or Conferences that take place off the military installation require a packet as outlined in Appendix F, USAG Vicenza Travel Assessments and Special Events Request SOP and AE 525-13, J-3. Law enforcement on-site visit and Vicenza Military Intelligence Detachment (VMID) Threat Assessment (TA) must be requested 30 days in advance to accommodate Host Nation (HN) law enforcement and VMID requirements. USAG Vicenza, S2 will forward these requests once the official request is received.

2) "Travel Requests" Per AE Reg 525-13, Appendix I-5.a.2 & c.1-6. Unofficial Travel (individual/group) to countries where Department of State (DOS) travel warning is in effect will require a GOSMC approval and need to submit Appendix B and follow directions given in Appendices E and F of the USAG Vicenza Travel Assessments and Special Events Request SOP to the USAG Vicenza, S2 office NLT 30 days prior to the event.

b. USAG Vicenza Commander Approvals: (See Appendices C-F, USAG Vicenza Travel Assessments and Special Events Request SOP)

1) "Event Requests" Per AE Reg 525-13, Annex J-3b.1.a and b, units must:

a) Submit requests for USAG Vicenza Commander approval to hold events with fewer than 500 attendees off post, under 800 attendees on post or if the event is deemed a lucrative target for terroristic attack and

b) Submit Appendix C and follow directions given in Appendices E and F, USAG Vicenza Travel Assessments and Special Events Request SOP to the USAG Vicenza. S2 office NLT 15 days prior to the event (Course of Action Guidance found in AE Reg 525-13, Annex J-5.a&b.)

2) "Travel Requests" Per AE Reg 525-13, Appendix I-5.a.1 & c.1-3, 5, & 6, requests for Unofficial Group Travel to countries where there is no DOS travel warning require USAG Vicenza Commander approval. Requesting units must submit Appendix C, USAG Vicenza Travel Assessments and Special Events Request SOP to the USAG Garrison, S2 office NLT 15 days prior to the event (i.e. MWR Trips including ITR, ODR, and sports activities)

c. Unit Commanders (0-6) and Staff Directors (GS-14 or NSPS Equivalent):

Per AE Reg 525-13, Appendix J-3.d Unit Commanders and Staff Directors may give approval for conferences, large gatherings, and special events within the USAG Vicenza AOR provided

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less than 200 DoD personnel will be in attendance. Unit Commanders and Staff Directors will comply with AE Reg 525-13 App J-5 a. (1) - (5) prior to approving their events and will forward approval memoranda to USAG Vicenza S2 and AT/FP offices NLT 15 days prior to the event using Appendix G, USAG Vicenza Travel Assessments and Special Events Request SOP.

4. Department of the State Travel Warnings can be found at <http://travel.state.gov> under the *INTERNATIONAL TRAVEL* tab, roll over *INTERNATIONAL TRAVEL INFORMATION* heading, and clicking TRAVEL WARNINGS. Countries with a Defense Intelligence Agency assessed threat of Significant or higher are identified in the Army in Europe Quarterly FY AT/FP Guidance. This quarterly message can be obtained through the USAG Vicenza AT Officer. Additional sites located in AE REG 525-13, Annex 1-6. 6.

5. This memorandum supersedes US Army Garrison (USAG) Vicenza Policy Memorandum #07-07, Antiterrorism and Force Protection (AT/PP) Travel Assessments and Special Event Requests dated 12 Jun 07.

6. Point of contact for this memorandum is Mr. Peter Huller at DSN: 634-8069, CIV: 0444-71-8069, [Peter.Huller@eur.army.mil](mailto:Peter.Huller@eur.army.mil) or Mr. Carl Turner at, DSN: 634-8984, CIV: 0444-71-8984, [carl.turner@eur.army.mil](mailto:carl.turner@eur.army.mil).

  
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